

UTAH COUNTIES INDEMNITY POOL GRAMA POLICY

SECTION I. Effective Date and Frequency of Review.

- A. This policy was originally adopted on February 16, 2017 and made effective on that date.
- B. This policy should be reviewed annually, but not less than every three years by the Board. This policy will also be reviewed any time that changes to laws or rules governing access to or management of records of interlocal agencies are amended in a manner which would require review and update to this policy.

SECTION II. Purpose.

- A. This policy outlines the policies of the Board related to the classification, maintenance and release of records that are created or maintained by UCIP.

SECTION III. Authority.

- A. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

SECTION IV. Applicability and Scope.

- A. This policy applies to all records created, stored or maintained by UCIP.
- B. This policy applies to all requests for release of records received in accordance with the Utah Government Records Access Management Act.

SECTION V. Definitions.

- A. “Board” means the UCIP Board of Directors.
- B. “CFO” means the UCIP Chief Financial Officer.
- C. “GRAMA” means the Utah Government Records Access Management Act.

SECTION VI. Policy Statements.

- A. It is the policy of the Board to comply with the Utah Government Records and Access Management Act.

SECTION VII. Procedures and Responsibilities.

- A. The Records Officer, as required and defined by GRAMA, shall be the CFO.
- B. The Chief Administrative Officer, as required and defined by GRAMA, shall be the CEO.

- C. When fees for responding to a GRAMA request are appropriate and allowed under GRAMA, the following fee schedule will be used to determine the fee charged. Fees may be reduced or waived if recommended by the CFO and approved by the Board.

<u>Position Required to Respond</u>	<u>Rate per hour</u>	<u>Copying fee</u>
CFO/Records Officer	\$59.97	\$0.25
Operations Specialist	\$35.73	\$0.25

SECTION VIII. Revision History.

- A. Original Policy Adoption: February 16, 2017.
- B. Revised: April 19, 2018.

SECTION IX. Appendices.

- A. There are no appendices to this policy.